

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b>	EFFECTIVE DATE 01/05/09	NUMBER 02.01.130
SUBJECT EMPLOYEE RECOGNITION AWARDS/PINS	SUPERSEDES 02.01.130 (07/09/07)	
	AUTHORITY MCL 791.203	
	ACA STANDARDS NONE	
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### **POLICY STATEMENT:**

The Department shall issue awards to employees for exemplary conduct. Employee pins and retirement recognition certificates also shall be awarded to employees to recognize distinguished service with the State.

### **RELATED POLICY:**

02.03.103 Employee Uniforms

### **POLICY:**

#### GENERAL INFORMATION

- A. The Administrator of the Operations Support Administration (OSA) shall be responsible for the oversight and distribution of employee recognition awards, service pins, and retirement recognition certificates. Service pins and retirement recognition certificates shall be provided by OSA and paid for by the appropriate work site. All other awards shall be provided and paid for by OSA.
- B. In addition to the awards identified in this policy directive, there is a Corrections Officer of the Year Award issued annually. The recipient of the award is selected by the Corrections Officers' Training Council and is presented the award at an annual banquet.
- C. Collective bargaining units may issue affiliation pins to its members. Affiliation pins may be worn at the discretion of the employee; however, only the most recently issued pin may be worn while on duty. When worn on duty, affiliation pins shall be worn centered on the right lapel or right collar of the garment, except on custody uniform shirts. On custody uniform shirts and garments without a lapel or collar, they shall be worn on the right front of the garment approximately four inches below the shoulder and, if a name tag is worn or the garment includes a name tape, above the name tag or name tape. Exclusively represented employees shall be governed by their collective bargaining unit agreement where in conflict with this paragraph.
- D. Wardens and other appropriate work site supervisors may issue a letter of commendation in recognition of an employee's exemplary conduct even if the conduct does not qualify the employee for an award pursuant to this policy.

#### EMPLOYEE RECOGNITION AWARDS

- E. The Department issues the following employee recognition awards:
  - 1. Valor Award, which is presented to employees for exceptional conduct in the line of duty. The conduct must involve exemplary courage and/or great risk or danger to the employee's personal safety. Nominations for this award may be submitted by any employee.
  - 2. Lifesaving Award, which is presented to an employee for conduct directly connected to prolonging or saving human life. Nominations for this award may be submitted by any source.

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3. Citizenship Award, which is presented to an employee for making a significant contribution to the local community and/or the public. Nominations for this award may be submitted by an employee or a member of the public.
  4. Meritorious Service Award, which is presented to an employee for exceptional job performance relating to a specific or difficult task under unusual circumstances. The conduct must be above and beyond what is normally expected of an employee. Nominations for this award may be submitted by the employee's manager or supervisor.
  5. Professional Excellence Award, which is presented to an employee for demonstrating outstanding job performance and professionalism on significant or long-term projects or for demonstrating exemplary job performance throughout the year. The conduct must be above and beyond what is normally expected of an employee. Nominations for this award may be submitted by the employee's manager or supervisor.
  6. Director's Award, which is presented to one or more employees who have demonstrated the most outstanding job performance and professionalism during the year. The recipient(s) of this award are selected only from those employees who were awarded a Professional Excellence Award.
- F. Each award consists of a certificate, a medal, a ribbon bar, and a lapel pin. Ribbons, ribbon bars, and lapel pins shall be of a color unique to the award that it represents. The medal is for display purposes only and shall not be worn. Ribbon bars and lapel pins may be worn at the discretion of the employee, in accordance with Attachment A.
- G. The Professional Excellence Award and the Director's Award shall be issued for conduct which occurred during the previous year. All other awards shall be issued for conduct occurring within the current calendar year; however, exceptions may be made by the Executive Policy Team (EPT) for conduct which the nominator became aware of outside this time limit. There is no limit to the number of employee awards that may be issued.
- H. Nominations for an employee recognition award shall be submitted on an Employee Award Nomination Form - Valor/Lifesaving/Citizenship/Meritorious Service Awards (CAJ-040) or Employee Award Nomination Form - Professional Excellence/The Director's Award (CAJ-041), as appropriate. The nominator shall include a detailed explanation of the specific conduct or behavior which supports the nomination to the appropriate EPT member in the manner indicated on the form. EPT shall review nominations received and select the recipient(s); the appropriate EPT member or designee shall present the awards.

#### EMPLOYEE PINS

- I. Service pins shall be issued to employees after completion of five years of service with the State of Michigan and in five year increments thereafter. Continuous service hours shall be used to determine eligibility. Service pins shall be presented by the appropriate work site administrator or designee. Pins may be worn at the discretion of the employee, in accordance with Attachment A.
- J. Emergency Response Team (ERT) pins approved by the Correctional Facilities Administration (CFA) Deputy Director may be issued to current ERT members and, with approval of the CFA Deputy Director, to former members. Honor Guard pins may similarly be issued to current Honor Guard members and, with approval of the CFA Deputy Director, to former members. ERT and Honor Guard pins may be worn at the discretion of the employee, in accordance with Attachment A.
- K. Employees may wear ERT, Honor Guard, and service pins only in the performance of their official duties, during travel directly to and from their work site, and, with supervisory approval, when representing the Department in their official capacity. These pins may not be worn in any establishment which serves alcohol on the premises, except when representing the Department in their official

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capacity. Employees shall not purchase or consume alcoholic beverages while wearing one of these pins.

#### RETIREMENT RECOGNITION CERTIFICATES

- L. Department employees who retire with five or more years of service with the Department shall receive a Certificate of Service Recognition from the Director.

#### PROCEDURES

- M. There are no operating procedures required for this policy directive.

#### AUDIT ELEMENTS

- N. There are no audit elements for this policy.

APPROVED: PLC 12/11/08

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## ATTACHMENT A

### EMPLOYEE RECOGNITION AWARDS

Each award consists of a certificate, a medal, a ribbon bar, and a lapel pin. The ribbon bar and lapel pin are to be worn as follows:

#### A. Ribbon Bars

Ribbon bars may be worn only on custody uniform shirts. There shall be not more than three ribbon bars in a single row and no more than two rows. If a ribbon bar or single row of ribbon bars is worn, it shall be centered above the left shirt pocket with the bottom edge of the ribbon bar/row touching the top edge of the pocket flap; if the shirt includes an "MDOC" tape, it shall instead be centered above the tape with the bottom edge of the ribbon bar/row touching the top edge of the tape. If a second row is worn, the bottom edge of the first row shall touch the top edge of the second row and the bottom edge of the second row shall touch the top edge of the left shirt pocket flap or "MDOC" tape, as applicable. Only one ribbon bar for each type of award may be worn at the same time.

#### B. Lapel Pins

Lapel pins shall be worn centered on the right lapel or right collar of the garment, except that they shall not be worn on custody uniform shirts. If there is no lapel or collar, they shall be worn on the right front of the garment approximately four inches below the shoulder and, if a name tag is worn, above the name tag. Only one lapel pin for each type of award may be worn at the same time. These restrictions apply whether worn on or off duty.

### EMPLOYEE PINS

#### C. Service Pins

Service pins shall be worn centered on the right lapel or right collar of the garment, except on custody uniform shirts. On custody uniform shirts and garments without a lapel or collar, they shall be worn on the right front of the garment approximately four inches below the shoulder and, if a name tag is worn, above the name tag; if the shirt includes a name tape, it shall instead be worn above the name tape. Only the most recently issued service pin may be worn. These restrictions apply whether worn on or off duty.

#### D. ERT and Honor Guard Pins

ERT and Honor Guard pins shall be worn centered above the right shirt pocket with the bottom edge touching the top edge of the pocket. If there is no shirt pocket, ERT and Honor Guard pins shall be worn approximately four inches below the shoulder above the name tag or name tape, as applicable. Whenever additional pins are worn, however, the ERT and Honor Guard pins shall be centered immediately above the other pins. If wearing both an ERT and Honor Guard pin, the Honor Guard pin shall be worn to the wearer's left of the ERT pin ("closest to the heart").